

# EXECUTIVE SECRETARIAT

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TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIT				
4	D/ICS				
5	DDI				
6	DDA				
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
20					
21					
22					
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Remarks:

Executive Secretary

5/2/83

Date

**UNITED STATES GOVERNMENT**  
**National Labor Relations Board**  
633--0584

File  
83-2325



## Memorandum

TO : William J. Casey  
Director of Central Intelligence

FROM : Marion C. Ladwig  
Administrative Law Judge

SUBJECT: New NLRB Style Manual

DATE: April 29, 1983

Because of the interest of the President in having all Government documents and correspondence written in plain, understandable language, you may be interested in reviewing the enclosed copy of the new NLRB Style Manual.

It provides a concise, convenient reference tool for use by officials, attorneys, and other Government personnel. It contains a well-illustrated condensation and update of the general style part of the lengthy 548-page GPO Style Manual. The 2000-entry Word List facilitates its use.

The manual contains rules and illustrations for good usage, and would eliminate the prevalent use of legalese, archaic language, wordy phrases, needless Latin expressions, and the excessive use of footnotes.

It would shorten and simplify the language in decisions, briefs, and other legal writing, making them more readable. As an example, it contains a model decision that reduces the length of an NLRB decision in a summary judgment case from 14 to 7 pages---a saving of 50 percent.

In the 8-page Rules of Citation, the style manual simplifies the complex citation rules in the Harvard Law Review Association, 238-page "blue book." In addition, it adopts a standardized, shortened method of citing case names by using running heads (already being used by the U.S. Supreme Court in citing its own decisions). It includes authoritative lists of national unions for citing unions by popular name.

As indicated in the enclosed memorandum from the Administrative Conference of the United States to many of the Agencies and Departments, the Government Printing Office will later sell the manual to private attorneys and the public in a handsome, loose-leaf binder (on heavy bond paper with permanent tabs and sheet lifters) for about \$12. It was sent to the GPO today..

If you believe it would be a useful guide and reference tool for your staff, the manual may now be ordered (GPO Jacket No. 405--426) by submitting Form SF--1 to the Government Printing Office to "ride the requisition" at the same price (about \$3.50) being paid by the NLRB. The deadline is May 20.

*M.C.L.*  
M.C.L.

2 Enclosures

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ADMINISTRATIVE CONFERENCE OF THE UNITED STATES

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WASHINGTON, D.C. 20037  
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OFFICE OF  
THE CHAIRMAN

February 15, 1983

MEMORANDUM

TO: Agency General Counsels  
Agency Chief Administrative Law Judges

FROM: Jeffrey Lubbers, <sup>051</sup>Research Director of the Administrative Conference

RE: New NLRB Style Manual

The National Labor Relations Board has adopted a new style manual designed to set a high standard for improved legal writing in Board documents. As part of the Administrative Conference's mandate to facilitate interagency exchange of information, I am enclosing a copy.

The NLRB Style Manual was designed primarily for use by attorneys and judges. It encourages the use of concise, plain English without legalese, and provides rules and examples of good legal writing. It also adopts a standardized shorter method of case-name citation through the use of running heads (which is already being used by the United States Supreme Court for citing its own decisions). Widespread use of the new citation system by government and private attorneys and by the Federal courts would help to eliminate confusion in case citations and to achieve uniformity.

The manual will be published by the Government Printing Office, in a handsome, loose-leaf binder, and will be sold to private attorneys and the public for about \$12. However, the NLRB is now ordering, for about \$3.50 each, sufficient copies for use by its attorneys, judges, and their secretaries, and for presentation to all judges of the United States Courts of Appeals.

If your agency desires to order copies now, at the low price of approximately \$3.50, for use as a guide and reference tool by your staff, you should advise your printing officer to "ride the requisition" by submitting Form SF-1 to the Government Printing Office.

C O P Y